

अण्डमान तथा
Andaman And



निकोबार राजपत्र
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अण्डमान तथा निकोबार प्र' ासन
ANDAMAN AND NICOBAR ADMINISTRATION
परिवहन निदे' ालय
DIRECTORATE OF TRANSPORT

NOTIFICATION

Port Blair, dated the 4th January, 2011

No. 396/2011/F.No.20-1/Estt/2009.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with Government of India, Ministry of Home Affairs, New Delhi, Notification No.14/3/60-ANL dated the 11th April, 1960, and in supersession of Notification No./F.No.42-35/88-TR dated 25th March, 1988, the Lieutenant Governor (Administrator), Andaman & Nicobar Islands hereby makes the following rules regulating the method of recruitment to the post of **STAFF CAR DRIVER (ORDINARY GRADE), STAFF CAR DRIVER (GRADE-II), STAFF CAR DRIVER (GRADE-I) & STAFF CAR DRIVER (SPECIAL GRADE)** borne in the establishment of the Directorate of Transport, Andaman & Nicobar Administration, namely:-

1. SHORT TITLE AND COMMENCEMENT:-

- i) These Rules may be called the Andaman and Nicobar Administration (STAFF CAR DRIVER in the Directorate of Transport) Recruitment Rules, 2010.
- ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND SCALE OF PAY:-

The number of post, their classification and Pay Band & Grade Pay/Scale of Pay attached thereto shall be as specified in paras 2 to 4 of the Schedule annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT AND QUALIFICATION:-

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in paras 5 to 14 of the said Schedule.

4. DISQUALIFICATION:-

No Person —

- (a) Who has entered into or contracted a marriage with a person having a spouse living, or
- (b) Who, having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

5. POWERS TO RELAX:-

Where the Lieutenant Governor (Administrator), Andaman & Nicobar Islands is of the opinion that it is necessary or expedient so to do, he may, by order and for reasons to be recorded in writing, relax any of the provisions of the those rules with respect of any class or category of persons.

6. SAVING:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to the Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lt. General (Retd.) Bhopinder Singh
LIEUTENANT GOVERNOR,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
(K.C. Aggrawal)
Secretary-cum-Director of Transport

SCHEDULE - I

RECRUITMENT RULE FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE)
IN MINISTRY/DEPARTMENT OF MOTOR TRANSPORT

1.	Name of post	Staff Car Driver (Ordinary Grade)
2.	Number of posts	03 (Three)*2010 (30 % of the Total 10 posts placed in Ordinary Grade as revised ratio mentioned at para 4 of DOP&Ts O.M.No. 43019/54/96-Estt (D) dated 15.02.2001) (Subject to variation depending upon workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Scale of Pay	PB-1 Rs. 5200-20200 + G.P. Rs.1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the C.C.S. (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18 – 33 years for male 18 – 38 years for female (Relaxable for Govt. Servants in accordance with the instructions or orders issued by the Central Govt.) NOTE: The crucial date for determining the age limit shall be the closing date for receipt of names/applications from Employment Exchange/candidates
8.	Educational and other qualifications required for direct recruitment	Essential : 1. Pass in Secondary School Examination (10 th Std.) equivalent from a recognized Board / Institution 2. Must possess valid professional Light Motor Vehicle Driving License (PSV)

		<p>3. 3 years experience in driving Light Motor Vehicle</p> <p>4. Should qualify in the Trade Test to be conducted by duly constituted selection committee</p> <p><u>Desirable:</u></p> <p>1) Knowledge of motor mechanism and capable to locate and rectify minor defects in the vehicle</p> <p>2) Should possess knowledge of Traffic Regulation</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by transfer on deputation and percentage of the vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation / transfer to be made	Not applicable
13.	If a DPC exists, what is its composition ?	<p><u>Group 'C' DPC (for considering cases of Confirmation) consisting of:</u></p> <p>1. Director of Transport - Chairman</p> <p>2. Mechanical Engineer, Directorate of Transport - Member</p> <p>3. Assistant Engineer (Mech.) Workshop Division, APWD - Member</p> <p>4. Assistant Director (Admn.), Directorate of Transport - Co-opted Member</p>
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Attached as Annexure - I

SCHEDULE-II**RECRUITMENT RULE FOR THE POST OF STAFF CAR DRIVER (GRADE-II)
IN MINISTRY/DEPARTMENT OF MOTOR TRANSPORT**

1.	Name of post	Staff Car Driver (Grade –II)
2.	Number of posts	03 (Three)*2010 (30 % of the total 10 posts placed in Grade-II as revised ratio mentioned at para 4 of DOP&Ts OM. No. 43019/54/96-Estt (D) dated 15.02.2001) (Subject to variation depending upon workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Scale of Pay	PB-1 Rs.5200-20200 + G.P. Rs. 2400
5.	Whether selection post or non-selection post	Non-selection
6.	Whether benefits of added years of service admissible under Rule 30 of the C.C.S. (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment whether by direct recruitment or by promotion or by transfer on deputation and percentage of the vacancies to be filled by various methods	100% by promotion failing which by direct recruitment or by contract basis
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation / transfer to be made	Promotion: From amongst the Light Vehicle Driver (Ordinary Grade) in the Pay Band PB-1 Rs.5200-20200 + G.P. Rs.1900 of the Motor Transport Department with nine years regular service in the grade and passing the departmental test of appropriate standard as contained in the Annexure-I to Govt. of India, Ministry of Personal, Public Grievances and Pension (DoPT), New Delhi OM No. 22036/1/92-Estt(D) dated 30.11.1993 read with OM No.43019/54/96-Estt(D) dated 15.02.2001.
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Promotion) consisting of: 1. Director of Transport - Chairman 2. Mechanical Engineer, Directorate of Transport - Member 3. Assistant Engineer (Mech.) - Member Workshop Division, APWD 4. Assistant Director (Admn.), - Co-opted Member Directorate of Transport
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Attached as Annexure - II

SCHEDULE - III**RECRUITMENT RULE FOR THE POST OF STAFF CAR DRIVER (GRADE-I)**
IN MINISTRY/DEPARTMENT OF MOTOR TRANSPORT

1.	Name of post	Staff Car Driver (Grade-I)
2.	Number of posts	03 (three)*2010 (35 % of the Total 10 posts placed in Grade-I as revised ratio mentioned at para 4 of DOP&Ts O.M.No. 43019/54/96-Estt (D) dated 15.02.2001) (Subject to variation depending upon workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Scale of Pay	PB-1 Rs.5200-20200 + G.P. Rs. 2800
5.	Whether selection post or non-selection post	Non-selection
6.	Whether benefits of added years of service admissible under Rule 30 of the C.C.S. (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment whether by direct recruitment or by promotion or by transfer on deputation and percentage of the vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation / transfer to be made	Promotion: From amongst the Light Vehicle Driver (Grade-II) in the Pay Band PB-1 Rs.5200-20200 + G.P. Rs.2400 of the Motor Transport Department with six years regular service in the Grade-II or a combined service of 15 years in Grade-II and in Ordinary Grade in the scale of Pay Band PB-1 Rs.5200-20200 + G.P. Rs.1900 put together and passing the departmental test of appropriate standard as contained in the Annexure-I to Govt. of India, Ministry of Personal, Public Grievances and Pension (DoPT), New Delhi OM No. 22036/1/92-Estt(D) dated 30.11.1993 read with OM No.43019/54/96-Estt(D) dated 15.02.2001.
13.	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Promotion consisting of: 1. Director of Transport - Chairman 2. Mechanical Engineer, Directorate of Transport - Member 3. Assistant Engineer (Mech.) Workshop Division, APWD - Member 4. Assistant Director (Admn.), Directorate of Transport - Co-opted Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Attached as Annexure - III

SCHEDULE-IV**RECRUITMENT RULE FOR THE POST OF STAFF CAR DRIVER (SPECIAL GRADE)
IN MINISTRY/DEPARTMENT OF MOTOR TRANSPORT**

1.	Name of post	Staff Car Driver (Special Grade)
2.	Number of post	01(One)*2010 (05 % of the total 10 posts placed in Special Grade as revised ratio mentioned at para 4 of DOP&Ts OM. No. 43019/54/96-Estt (D) dated 15.02.2001) (Subject to variation depending upon workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band & Grade Pay/Scale of Pay	PB-2 Rs.9300-34800 + G.P. Rs. 4200
5.	Whether selection post or non-selection post	Selection
6.	Whether benefits of added years of service admissible under Rule 30 of the C.C.S. (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	Not applicable
8.	Educational and other qualifications required for direct recruitment	Not applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
10.	Period of probation, if any	Not applicable
11.	Method of recruitment whether by direct recruitment or by promotion or by transfer on deputation and percentage of the vacancies to be filled by various methods	By promotion
12.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/ deputation / transfer to be made	Promotion: From amongst the Light Vehicle Driver (Grade-I) in the Pay Band PB-1 Rs.5200-20200 + G.P. Rs.2800 of the Motor Transport Department with three years regular service in the Grade-I of Light Vehicle Driver
13.	If a DPC exists, what is its composition ?	<u>Group 'C' DPC (for considering cases of Promotion) consisting of:</u> 1. Director of Transport - Chairman 2. Mechanical Engineer, Directorate of Transport - Member 3. Assistant Engineer (Mech.) Workshop Division, APWD - Member 4. Assistant Director (Admn.), Directorate of Transport - Co-opted Member
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
15.	Duties & Responsibilities	Attached as Annexure - IV

ANNEXURE TO SCHEDULE – I TO IV

**JOB DESCRIPTION FOR THE POSTS OF STAFF CAR DRIVER (ORDINARY GRADE,
GRADE –II, GRADE-I AND SPECIAL GRADE)**

1. He should possess valid driving license in hand.
2. He should wear proper uniform daily.
3. He must be able to read English/Hindi, Numerals and Figures.
4. He should drive the vehicle in safe way as per traffic rules.
5. He should be punctual in attendance.
6. He should maintain true & correct accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis.
7. He should get the log book verified and signed by the designated authority on monthly basis.
8. He should keep the vehicle neat and clean by water washing, wiping and polishing.
9. He should check the oil, lubricant, water & brake everyday before the vehicle being taken for driving.
10. He must have practical knowledge of Petrol & Diesel Engine working and able to locate faults and rectify minor running defects.
11. He must be able to change wheels and correctly inflate the tyre.
12. He should maintain tool kit in the vehicle.
13. He should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
14. On the vehicle being sent for repairs etc., he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair / replacement of damaged parts etc.
15. The damaged / replaced parts of vehicle after repair shall be made available to vehicle In-charge of the office.
16. He should maintain a date-wise record entry in respect of the repairs, cost of spareparts replaced at the time of carrying out the repair.
17. He is responsible for timely reporting of break downs/ accidents to the authorities.
18. He is responsible to collect the bills for repairing charges / cost of spareparts of the vehicle and submit in the office for arranging timely payment.
